

RFC.F/PG - 1465
PA- 50

Ref No RFC.F. PA-20(3)/ 611

Dated : 20.06.2014

ORDER
(HRD-198)

Reg: Delegation of powers to grant leave/permission to leave headquarter.

In supersession of earlier guidelines, following procedure for sanction of C.L. and all kind of leave(s) alongwith permission to leave headquarter is prescribed with immediate effect:

S No	Leave Applicant	To be submitted to	Sanctioning authority	
			CL/RH	OL/ML
1	GMs	ED / ED(F) (as the case may be) who will forward the same to MD/CMD with his/her comments & recommendations	MD/CMD	MD/CMD
2	DGMs	Concerned GMs / ED / ED (F) (as the case may be) and to be forwarded to MD/CMD through proper channel, with their comments & recommendations.	MD/CMD	MD/CMD
3	Other 'A' Class officers at HO	Concerned Head of Division/Section who will forward the application for OL/ML to DGM (HRD) with comments & recommendations.	Concerned Head of Division/Section	ED
4	'B' & 'C' Class employees at HO	Concerned Head of Division/Section who will forward the applications for OL /ML to DGM (HRD) with comments & recommendations.	Concerned Head of Division/Section	DGM(HRD)
5	Branch/Sub Office / A&I Office (Incharge)	Concerned DGM (Ops) who will forward the same to ED through GM(Ops).	ED	ED
6	Other employees in the field offices	Concerned Branch/Sub Office/ A&I Office (Incharge)	Concerned Branch/Sub Office/ A&I Office (Incharge)	Concerned Branch / Sub Office/ A&I Office (Incharge)

Note: All kind of leave (i.e. ML/OL etc.) & CL of the staff in MD/CMD secretariat (including Driver(s) of MD/CMD) will be sanctioned by the MD/CMD.

Prior sanction/permission is required to be obtained from the Competent Authority before proceeding on all kind of leave(s) and burden of knowing the orders, over such application shall be on the applicant.

All concerned are advised to make a note of above and act accordingly.


(Madhusudan Sharma)
Managing Director

Copy to:

1. All Branch offices/Sub-offices/A&I Offices.
2. Standard Circulation at Head Office.